

**Southern California Association of Governments  
Supplemental Questionnaire for the position of  
SENIOR ADMINISTRATIVE ASSISTANT**

**Final Filing Date: Open Until Filled – First Review of Applications: February 7, 2005**

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**INSTRUCTIONS TO APPLICANTS:** This questionnaire is a part of the selection procedure and will help us in evaluating your education and experience as they relate to the job. Only those applicants who have the most appropriate qualifications will be invited to participate further in the selection procedure. The following questions must be addressed and submitted with your application and resume to be considered for the position. You may attach up to two additional sheets if necessary. Materials that you submit will not be returned.

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**EXPERIENCE:**

Describe your experience in the following areas. For each area, please include your job title, your specific role, the length of time you performed the job, and the name of your employer.

1. Describe your experience related to special event and meeting coordination.
  
  
  
  
  
  
  
  
  
  
2. Describe any special skills you have which may be related to this position, (e.g., computer software competencies such as Microsoft Word, Excel, PowerPoint, SAP, shorthand, speedwriting, notary public, or foreign languages.) If you are fluent in a language other than English, indicate your ability to speak, read, and translate.
  
  
  
  
  
  
  
  
  
  
3. Describe your experience preparing minutes and agendas for meetings.
  
  
  
  
  
  
  
  
  
  
4. Describe the duties you performed working as a personal assistant to a department manager or executive.
  
  
  
  
  
  
  
  
  
  
5. Describe your experience as working as a team member.

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**CERTIFICATION**

I certify that the information presented in this application is true to the best of my knowledge. I understand that any false information may affect my obtaining or keeping this position.

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Applicant's Signature

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Date